



DEPARTMENT OF WORKFORCE SERVICES

ADMINISTRATION LINE ITEM

SOCIAL SERVICES
STAFF: GARY K. RICKS**BUDGET BRIEF****SUMMARY**

The Administration line item houses the executive management team of the department and provides leadership, guidance, direction and management across the agency enterprise. This line item is composed of five programs. Following is a brief description of each.

Executive Director's Office

The Executive Director's Office EDO includes the department's Deputy Directors and personnel reporting to them. This program provides the executive management for the department, directing the overall strategy and operations of DWS. EDO coordinates and aligns the goals and objectives of DWS with those of the Governor's office and with mandates given from the State Legislature and federal partners. EDO also ensures the needs of the department's customers are balanced with the expectations of Utah's residents.

Administrative Support

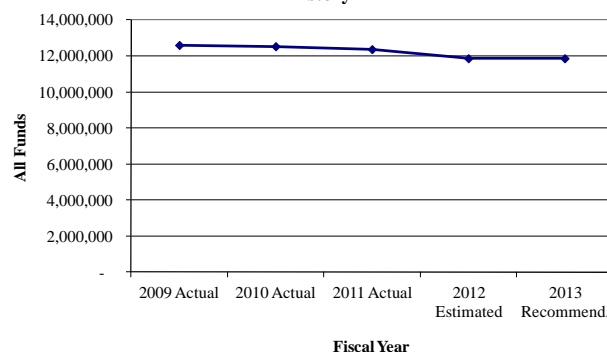
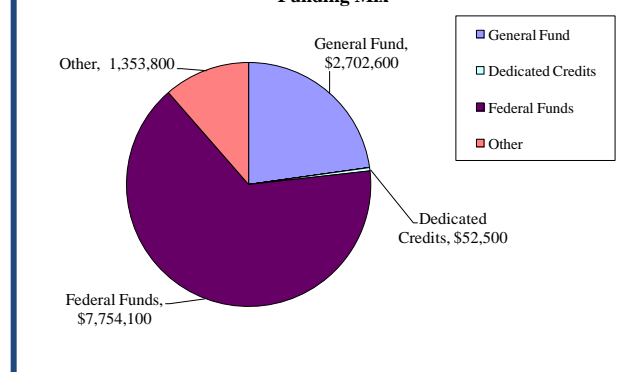
The Administrative Support division supports the department by providing functions such as accounts payable, accounts receivable, budgeting, contract management, warehouse and mail services, fleet management, and facilities management. The program supports all department functions by assuring that bills are paid, federal funds are received, contracts are enforced, and buildings are safe and secure.

Communications

The DWS Communications office is responsible for media relations, website management, and program publicity. To provide quality customer service, the Department maintains a website containing general departmental information and program specific directions. The Communications Division updates and provides oversight to the website as needed. Additionally, the Department receives numerous media and legislative inquiries throughout the year. The Communications Division coordinates all such inquiries.

Internal Audit

The Internal Audit division performs financial and program audits for various funding sources across the department. The division also takes the lead in promoting ethical behavior and ensuring proper internal controls. The division supports the department goal of providing timely and accurate customer service by regularly reviewing employee performance and department operations. The division also coordinates external audits by state and federal partners and responses to findings resulting from such audits.

Figure 1: Workforce Services - Administration - Budget History**Figure 3: Workforce Services - Administration - FY 2013 Funding Mix**

Human Resources

Human Resources provides support to the department by conducting recruitments, employee orientation, grievances, and other personnel-related activities. The service is provided by the Department of Human Resource Management (DHRM). By supporting the department in personnel-related matters, this program helps all programs of the department meet their goals and objectives.

RECOMMENDATIONS

The Legislature, on recommendation of this Subcommittee passed, Social Services Base Budget (Senate Bill 8, 2012 General Session). The budget table outlines the fiscal information for the DWS Administration line item appropriated budget as encapsulated in Senate Bill 8. The Analyst recommends that the Subcommittee approve this information. The Legislature may make additional adjustments to the DWS budget during the remainder of the 2012 General Session.

DWS Administration Line Item Budget Detail

Workforce Services - Administration						
Sources of Finance	FY 2011 Actual	FY 2012 Appropriated	FY 2012 Changes	FY 2012 Revised	FY 2012 Changes	FY 2013* Recommended
General Fund	3,079,700	2,702,600	0	2,702,600	0	2,702,600
Federal Funds	7,157,700	9,992,100	(2,238,000)	7,754,100	0	7,754,100
Dedicated Credits Revenue	34,100	200,000	(147,500)	52,500	0	52,500
Transfers - Medicaid	2,096,500	500,200	853,600	1,353,800	0	1,353,800
Total	\$12,368,000	\$13,394,900	(\$1,531,900)	\$11,863,000	\$0	\$11,863,000
Programs						
Administration	0	13,394,900	(13,394,900)	0	0	0
Administrative Support	7,645,200	0	7,309,700	7,309,700	0	7,309,700
Communications	848,400	0	862,700	862,700	0	862,700
Executive Director's Office	2,213,200	0	1,876,400	1,876,400	0	1,876,400
Human Resources	1,034,000	0	1,153,800	1,153,800	0	1,153,800
Internal Audit	627,200	0	660,400	660,400	0	660,400
Total	\$12,368,000	\$13,394,900	(\$1,531,900)	\$11,863,000	\$0	\$11,863,000
Categories of Expenditure						
Personnel Services	6,555,000	9,829,800	(3,458,200)	6,371,600	0	6,371,600
In-state Travel	13,300	23,500	(10,900)	12,600	0	12,600
Out-of-state Travel	30,300	8,200	37,000	45,200	0	45,200
Current Expense	5,243,200	3,464,200	1,935,700	5,399,900	0	5,399,900
DP Current Expense	526,200	69,200	(35,500)	33,700	0	33,700
Total	\$12,368,000	\$13,394,900	(\$1,531,900)	\$11,863,000	\$0	\$11,863,000
Other Data						
Budgeted FTE		77.7	(4.2)	73.5	0.0	73.5
Actual FTE		0.0	0.0	0.0	0.0	0.0
Vehicles		7.0	8.0	15.0	0.0	15.0

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.